THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

HRonline User Guide

My HR

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My HR

1. Click **My HR** from the *Tab bar* to access My HR.

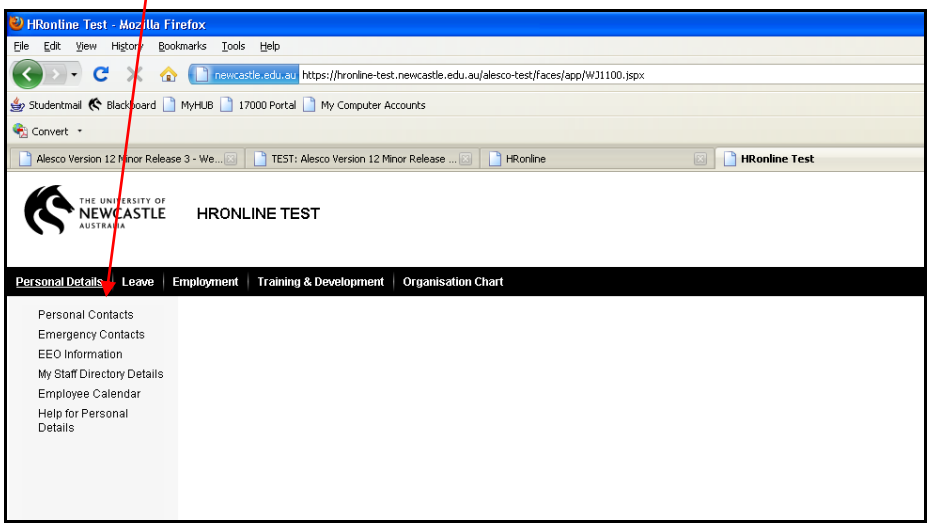
The **My HR** tab allows you to:

- Update your Personal Details
- Manage your Leave;
- Manage your Employment Records;
- View your Training and Development records; and
- Review your Employee Calendar.

Personal Details

1. Click **My HR** from the *Tab bar*.
2. Click **Personal Details** from the *Local menu* to access your personal details.

   The local tasks menu will show all functions available in the Personal Details area of HRonline.



3. Click on the task menu links to:
   a) Update your Personal Contacts
   b) Update your Emergency Contacts
   c) Update your EEO Information
   d) Update your Staff Directory Details
   e) View your Employee Calendar

Personal Contacts

Use Personal Contacts to update your personal contact details.

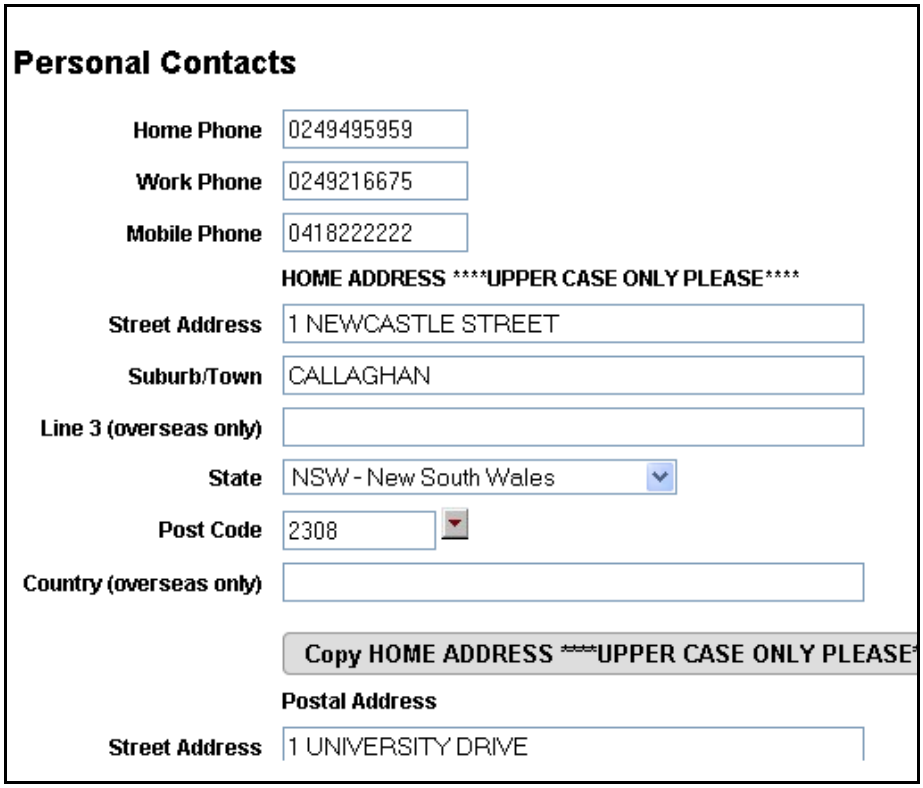
1. Click **My HR** from the *Tab bar*.
2. Click **Personal Details** from the *Local menu.*
3. Click **Personal Contacts** from the *Local Tasks menu*.

   Your details will be displayed in the content area.

To update your details:

1. Click **My HR** from the *Tab bar*.
2. Click **Personal Details** from the *Local menu.*
3. Click **Personal Contacts** from the *Local Tasks menu*.
4. Click the **Contact Details** link in the table.

   A Personal Contacts form will be shown in the content area.



5. Complete all relevant fields.
6. Click **Update** to record changes.

Emergency Contacts

Use Emergency Contacts to update your emergency contact details.

1. Click **My HR** from the *Tab bar*.
2. Click **Personal Details** from the *Local menu.*
3. Click **Emergency Contacts** from the *Local Tasks menu*.

Your emergency contacts will be displayed in the content area.

4. Perform one of the following:

   a) Click the **Contact Name link** to update an existing emergency contact.

   b) Complete relevant fields, and then click **Update**.

OR

c) Click **Add new Emergency Contact record** to add a new emergency contact.

d) Complete relevant fields, then click **Insert**.

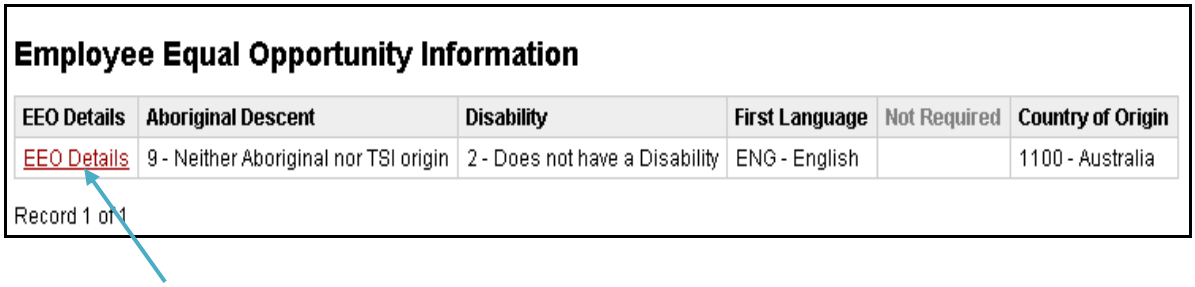
Employee Equal Opportunity Information

The University of Newcastle values equity, diversity, access and social justice. We strive to create a learning and working environment that reflects and celebrates diversity, practises affirmative action, offers equal opportunity and is free from discrimination and harassment. The information provided by staff is confidential and is used to develop comprehensive and relevant employment and career development strategies for staff of the University of Newcastle.

To update your details

1. Click **My HR** from the *Tab bar*.
2. Click **Personal Details** from the *Local menu.*
3. Click **EEO Information** from the *Local Tasks menu*.

   Your Employee Equal Opportunity Information record will be displayed.



4. Click **EEO Details** in the table.

   The EEO Information form will be displayed.

5. Complete all relevant fields.
6. Perform one of the following:

   a) Click **Update** to submit the form.

   OR

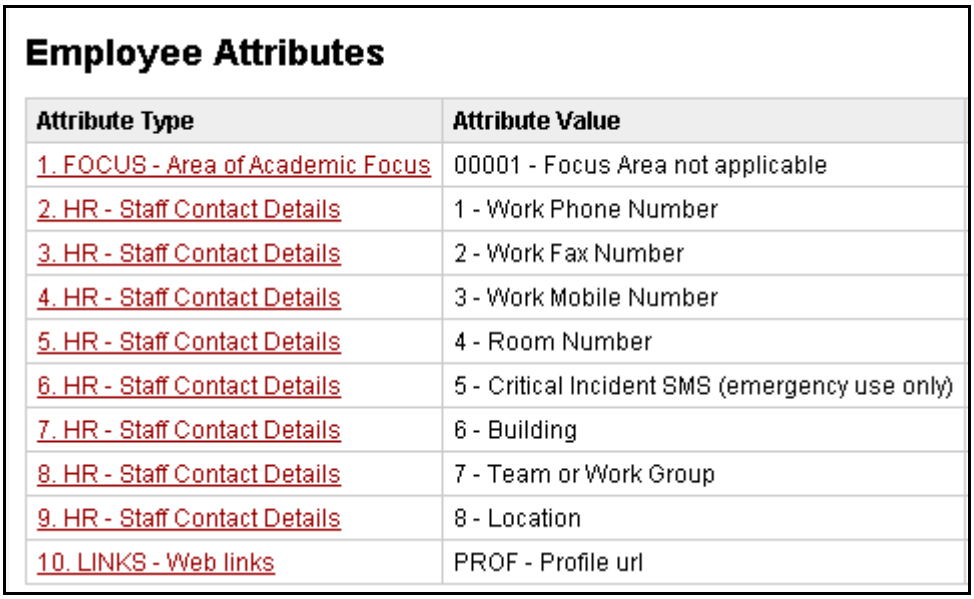
   b) Click **Clear** to reset the form and start again.

Staff Directory Details

To update your details

1. Click **My HR** from the *Tab bar*.
2. Click **Personal Details** from the *Local menu.*
3. Click **My Staff Directory Details** from the *Local Tasks menu*.

   The following screen will be displayed:



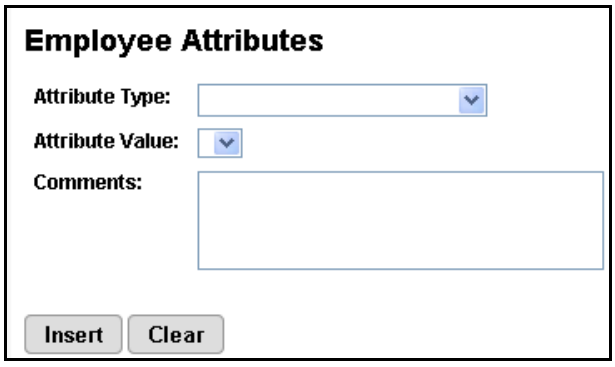
Employee Attributes

Attribute Type	Attribute Value
1. FOCUS - Area of Academic Focus	00001 - Focus Area not applicable
2. HR - Staff Contact Details	1 - Work Phone Number
3. HR - Staff Contact Details	2 - Work Fax Number
4. HR - Staff Contact Details	3 - Work Mobile Number
5. HR - Staff Contact Details	4 - Room Number
6. HR - Staff Contact Details	5 - Critical Incident SMS (emergency use only)
7. HR - Staff Contact Details	6 - Building
8. HR - Staff Contact Details	7 - Team or Work Group
9. HR - Staff Contact Details	8 - Location
10. LINKS - Web links	PROF - Profile url

To update current details click on the link under ‘Attribute Type’.

To add a new employee attribute, click in the link ‘Add new Employee Attribute record’.

The following screen will be displayed:



For more information regarding entering Staff Directory Information, see the link within HRonline, *Help for Personal Details*, on the Personal Details menu.

Employee Calendar

The Employee Calendar allows you to view leave bookings (Pending, Approved and Deferred) and course training events (Waitlisted, Pending, Confirmed and Attended).

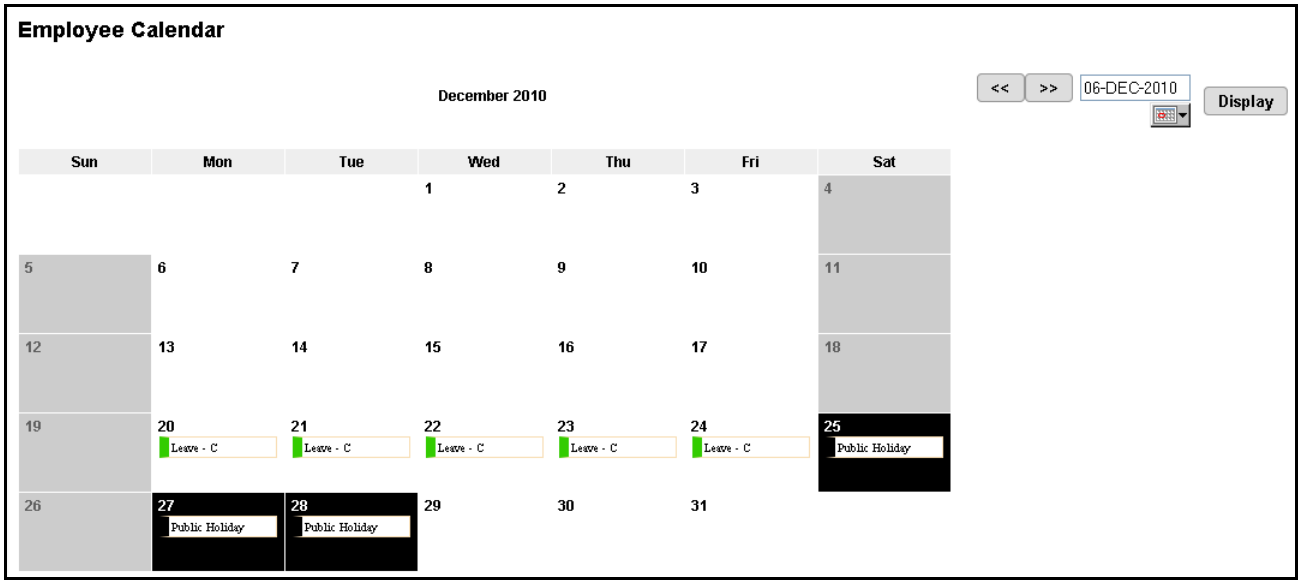
Note: Public Holidays are displayed in the calendar by default. The calendar is for display only. Events cannot be created / updated via the calendar.

Viewing Events

To view the calendar:

1. Click **My HR** from the *Tab bar*.
2. Click **Personal Details** from the *Local menu.*
3. Click **Employee Calendar** from the *Local Tasks menu*.

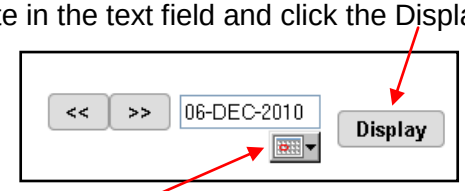
Your calendar will be displayed in the content area:



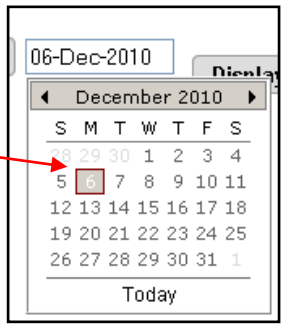
The Calendar will show the entire month for today's date. To display the previous month, click the back button. <<

To advance a month, click the forward button. >>

To specify a date, **type** the date in the text field and click the Display button.



Alternatively, click on the Calendar icon, select the year, month and day from the dropdown, then click Display.

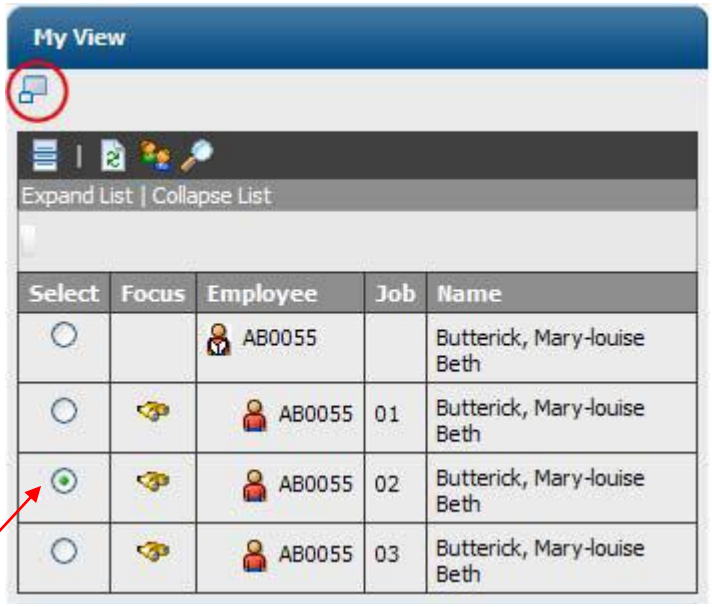


My View

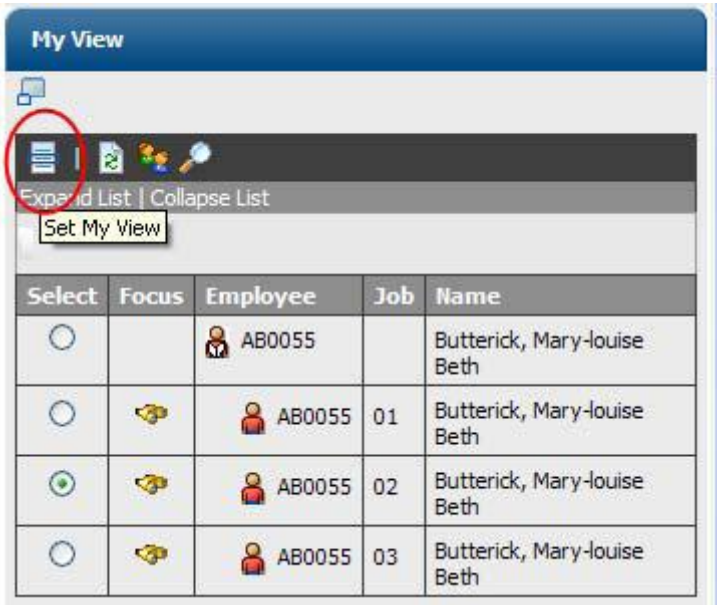
The information viewed through HRonline relates to a particular job. If you have more than one job in the organisation you will need to select the job number relevant to the information you wish to display, or request you wish to make. Once the job is selected, this will remain 'Active' until another job is selected or you leave HRonline.

To change the active job:

Click on the maximise/minimise icon under the 'My View' section of the right panel. This will display all current jobs.



Click on the radio button for the job that you wish to select and then Set the View by clicking on the 'Set My View' icon.



The active job will now be displayed at the top of the panel under 'My Details.

Leave

1. Click **My HR** from the *Tab bar*.
2. Click **Leave** from the *Local menu* to access your leave details.

The local tasks menu will show all functions available in the Leave area of HRonline:

3. Click on the **Local Tasks menu** links to:
   a) Submit Leave Requests
   b) Calculate Future Leave Balances
   c) Check your Future Leave Bookings
   d) Cancel future leave by Reversing a Future Leave Request
   d) Review your Leave History.

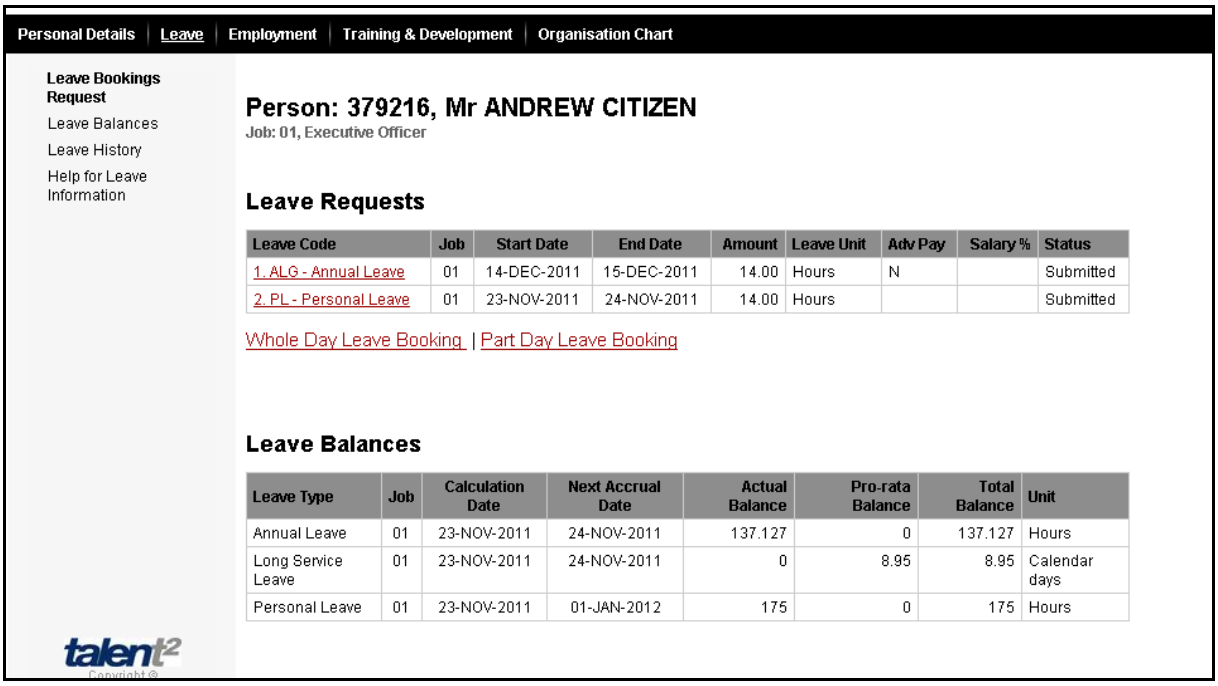
Leave Requests

Leave requests are submitted and approved through HRonline.

To submit a leave request

1. Click **My HR** from the *Tab bar*.
2. Click **Leave** from the *Local menu.*
3. Click **Leave Bookings Request** from the *Local Tasks menu*.

Your current leave requests waiting approval will be displayed in the content area. An example is shown on the following page:

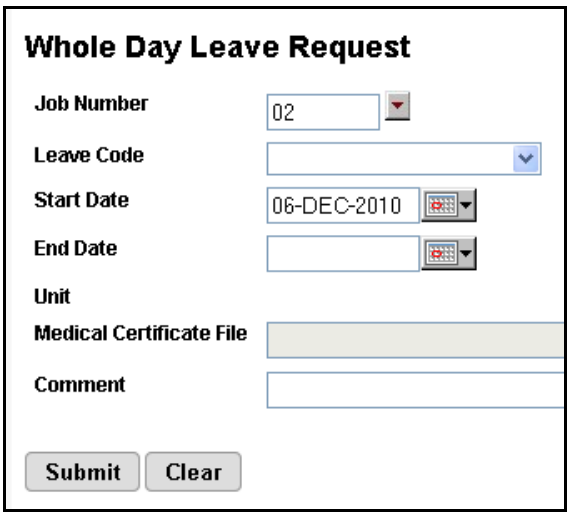

Personal Details | Leave | Employment | Training & Development | Organisation Chart
Leave Bookings Request
Leave Balances
Leave History
Help for Leave Information
Person: 379216, Mr ANDREW CITIZEN
Job: 01, Executive Officer
Leave Requests
Leave Code | Job | Start Date | End Date | Amount | Leave Unit | Adv Pay | Salary % | Status
1. ALG - Annual Leave | 01 | 14-DEC-2011 | 15-DEC-2011 | 14.00 | Hours | N | | Submitted
2. PL - Personal Leave | 01 | 23-NOV-2011 | 24-NOV-2011 | 14.00 | Hours | | | Submitted
Whole Day Leave Booking | Part Day Leave Booking
Leave Balances
Leave Type | Job | Calculation Date | Next Accrual Date | Actual Balance | Pro-rata Balance | Total Balance | Unit
Annual Leave | 01 | 23-NOV-2011 | 24-NOV-2011 | 137.127 | 0 | 137.127 | Hours
Long Service Leave | 01 | 23-NOV-2011 | 24-NOV-2011 | 0 | 8.95 | 8.95 | Calendar days
Personal Leave | 01 | 23-NOV-2011 | 01-JAN-2012 | 175 | 0 | 175 | Hours

4. Perform one of the following:
   a. Click **Whole Day Leave Booking** to make a whole day leave request.

   OR

   b. Click **Part Day Leave Booking** for leave of less than a day.

The Leave Request form will be displayed in the content area:



5. The fields displayed will depend on the *Leave Code* you select. Complete all relevant fields
6. Perform one of the following:

   a) Click **Submit** to submit the form.

   OR

   b) Click **Clear** to reset the form and start again.

You will receive a message indicating the result of your request.

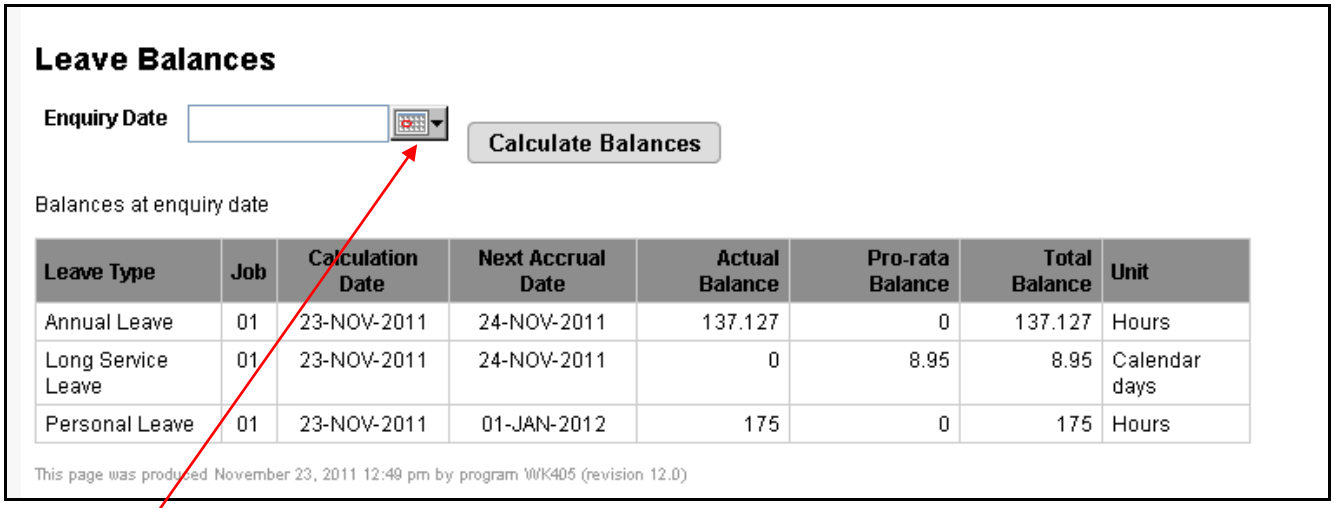
Leave Balances

You can calculate the amount of leave that will be available to you at a future date. The leave balances displayed by default are calculated daily at the time and date on the bottom of the content area.

To calculate future leave balance:

1. Click **My HR** from the *Tab bar*.
2. Click **Leave** from the *Local menu*.
3. Click **Leave Balances** from the *Local Tasks menu*.

Your leave balances as at today will be displayed in the content area:



Leave Balances

Enquiry Date Calculate Balances

Balances at enquiry date

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01	23-NOV-2011	24-NOV-2011	137.127	0	137.127	Hours
Long Service Leave	01	23-NOV-2011	24-NOV-2011	0	8.95	8.95	Calendar days
Personal Leave	01	23-NOV-2011	01-JAN-2012	175	0	175	Hours

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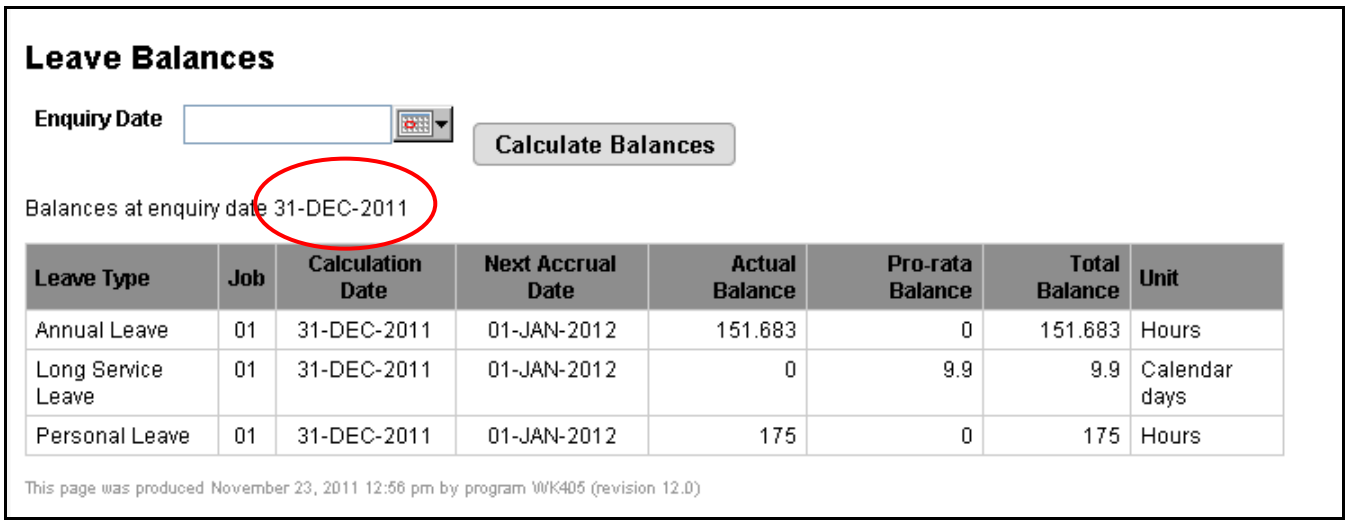
4. To calculate the amount of leave that will be available to you for another date, click the calendar and select a date, then click *Calculate Balances*.

Your leave balances as at the selected date will be displayed in the content area:



Leave Balances

Enquiry Date Calculate Balances

Balances at enquiry date 31-DEC-2011

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01	31-DEC-2011	01-JAN-2012	151.683	0	151.683	Hours
Long Service Leave	01	31-DEC-2011	01-JAN-2012	0	9.9	9.9	Calendar days
Personal Leave	01	31-DEC-2011	01-JAN-2012	175	0	175	Hours

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Future Leave Bookings

Your approved leave bookings are shown on the Leave Requests page.

1. Click **My HR** from the *Tab bar*.
2. Click **Leave** from the *Local menu*.
3. Click **Leave Requests** from the *Local Tasks menu*.

Your approved future leave requests will be displayed at the bottom of the content area.

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01	23-NOV-2011	24-NOV-2011	137.127	0	137.127	Hours
Long Service Leave	01	23-NOV-2011	24-NOV-2011	0	8.95	8.95	Calendar days
Personal Leave	01	23-NOV-2011	01-JAN-2012	175	0	175	Hours

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	01	14-DEC-2011	15-DEC-2011	ALG - Annual Leave	14.00	Hours		N		386933	
2. Reverse	01	23-NOV-2011	24-NOV-2011	PL - Personal Leave	14.00	Hours	N			386917	Sickness

Reversing a Future Leave Request

You are able to reverse an approved leave request with a future start date.

1. Click **My HR** from the *Tab bar*.
2. Click **Leave** from the *Local menu*.
3. Click **Leave Requests** from the *Local Tasks menu*.

Your future leave requests will be displayed at the bottom of the content area.

4. Click **Reverse** on the Future Leave Request Booking that you wish to cancel.

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	02	22-DEC-2010	24-DEC-2010	ALG - Annual Leave	21.00	Hours		N		316476	

5. A leave reversal confirmation form will appear in the content area:

6. Click **Reverse** to confirm the reversal.

When your supervisor approves the reversal, it will be removed from your Future Leave Bookings table.

Leave History

You can view all of your leave history.

1. Click **My HR** from the *Tab bar*.
2. Click **Leave** from the *Local menu*.
3. Click **Leave History** from the *Local Tasks menu*.

A leave history query form will be displayed in the content area.

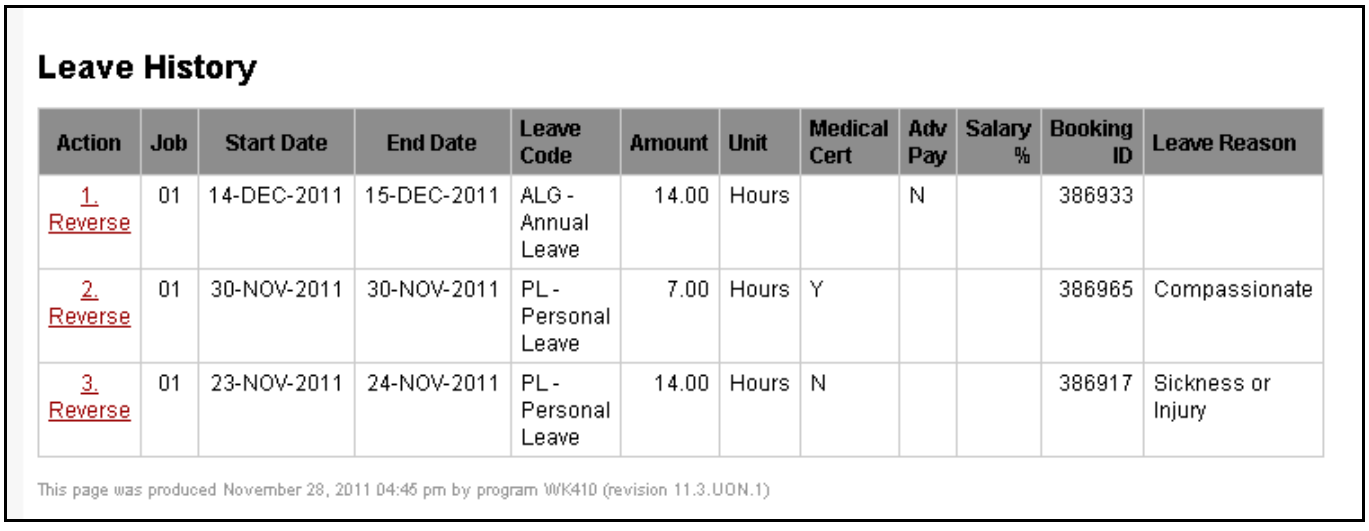
4. Complete all relevant fields.
5. Perform one of the following:

   a) Click **Find** to search your leave history.

   OR

   b) Click **Clear** to reset the form and start again.

Your leave history will be displayed in the content area.



Leave History

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	01	14-DEC-2011	15-DEC-2011	ALG - Annual Leave	14.00	Hours		N		386933	
2. Reverse	01	30-NOV-2011	30-NOV-2011	PL - Personal Leave	7.00	Hours	Y			386965	Compassionate
3. Reverse	01	23-NOV-2011	24-NOV-2011	PL - Personal Leave	14.00	Hours	N			386917	Sickness or Injury

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Employment

1. Click **My HR** from the *Tab bar*.
2. Click **Employment** from the *Local menu* to access your employment details.

The local tasks menu will show all functions available in the Employment area of HRonline.

3. Click on the **Local Tasks menu** links to:

   a) Verify your Appointment Details;

   b) Display your employment View Roster;

   c) Make an Employment Change Request;

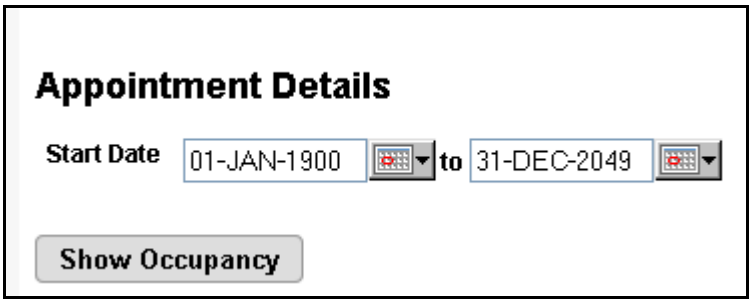
   d) Enter a Paid Outside Work Application.

Appointment Details

You can check all of your appointments at University of Newcastle.

1. Click **My HR** from the *Tab bar*.
2. Click **Employment** from the *Local menu*.
3. Click **Appointment Details** from the *Local Tasks menu*.

An appointment details query form will be displayed in the content area.



4. Perform one of the following:

   a) To restrict your search, type the **Start Date** in the text field.

   OR

   b) Click on the first **calendar** to select a date.

5. Click Show Occupancy.

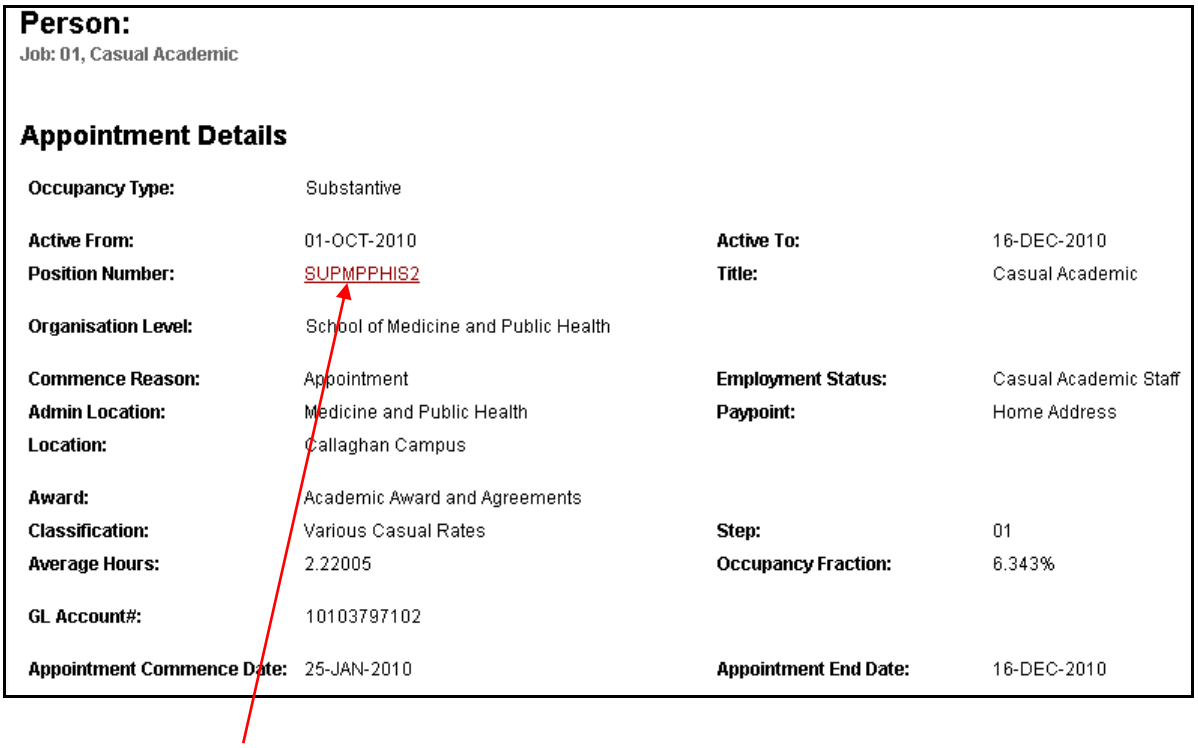
Your appointment details will be displayed in the content area.

Appointment Details

Occ	Active From	Active To	Classification	Step	Commence Reason	Position#	Title
SUB	1. 24-JAN-2011	18-DEC-2011	Various Casual Rates	01	Appointment	SUPMPPHIS2	Casual Academic
SUB	2. 17-DEC-2010	23-JAN-2011	Various Casual Rates	01	Casual - break in employment	SUPMPPHIS2	Casual Break In Employment
SUB	3. 01-OCT-2010	16-DEC-2010	Various Casual Rates	01	Administrative Increase	SUPMPPHIS2	Casual Academic
SUB	4. 31-MAR-2010	30-SEP-2010	Various Casual Rates	01	Administrative Increase	SUPMPPHIS2	Casual Academic
SUB	5. 25-JAN-2010	30-MAR-2010	Various Casual Rates	01	Appointment	SUPMPPHIS2	Casual Academic
SUB	6. 28-NOV-2009	24-JAN-2010	Various Casual Rates	01	Casual - break in employment	SUPMPPHIS2	Casual Break In Employment
SUB	7. 01-MAY-2009	27-NOV-2009	Various Casual Rates	01	Salary Increase	SUPMPPHIS2	Casual Academic
SUB	8. 01-MAR-2009	30-APR-2009	Various Casual Rates	01	Salary Increase	SUPMPPHIS2	Casual Academic
SUB	9. 02-FEB-2009	28-FEB-2009	Various Casual Rates	01	Appointment	SUPMPPHIS2	Casual Academic
SUB	10. 20-DEC-2008	01-FEB-2009	Various Casual Rates	01	Allowance variation	SUPMPPHIS2	Casual Break In Employment
SUB	11. 27-NOV-2008	19-DEC-2008	Various Casual Rates	01	Casual - break in employment	SUPMPPHIS2	Casual Break In Employment
SUB	12. 01-OCT-2008	26-NOV-2008	Various Casual Rates	01	Salary Increase	SUPMPPHIS2	Casual Academic

6. Click on the date in the **Active From** field of any record in the table to view the full appointment details.

This will be displayed in the content area:



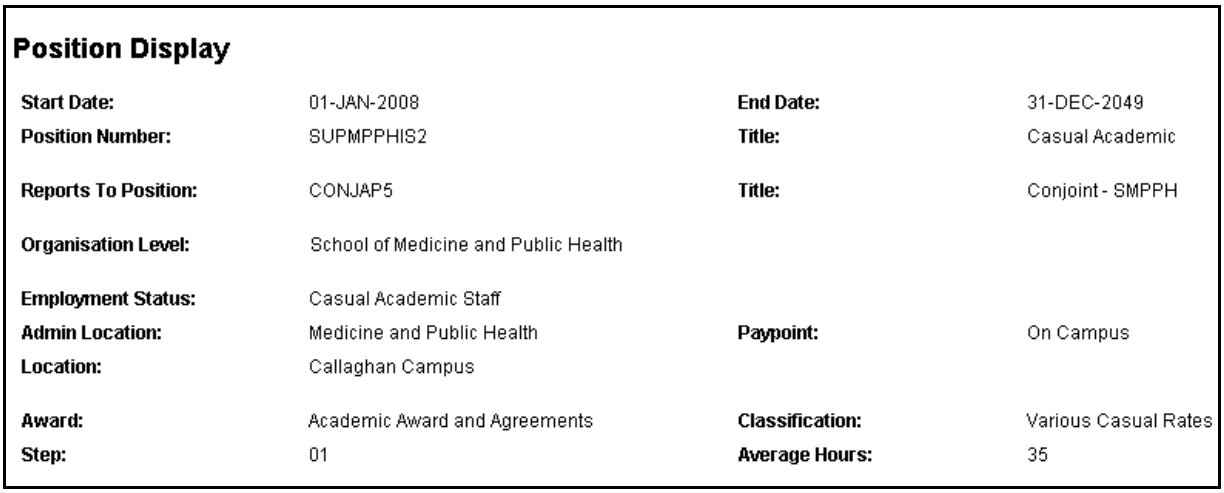
Person:
Job: 01, Casual Academic

Appointment Details

Occupancy Type:	Substantive		
Active From:	01-OCT-2010	**Active To:**	16-DEC-2010
Position Number:	SUPMPPHIS2	**Title:**	Casual Academic
Organisation Level:	School of Medicine and Public Health		
Commence Reason:	Appointment	**Employment Status:**	Casual Academic Staff
Admin Location:	Medicine and Public Health	**Paypoint:**	Home Address
Location:	Callaghan Campus		
Award:	Academic Award and Agreements		
Classification:	Various Casual Rates	**Step:**	01
Average Hours:	2.22005	**Occupancy Fraction:**	6.343%
GL Account#:	10103797102		
Appointment Commence Date:	25-JAN-2010	**Appointment End Date:**	16-DEC-2010

7. Click on the **Position Number** link to view the position details.

The following will be displayed in the content area:



Position Display

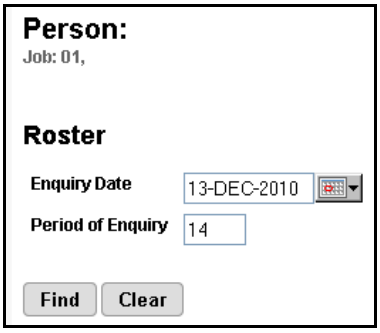
Start Date:	01-JAN-2008	**End Date:**	31-DEC-2049
Position Number:	SUPMPPHIS2	**Title:**	Casual Academic
Reports To Position:	CONJAP5	**Title:**	Conjoint - SMPPH
Organisation Level:	School of Medicine and Public Health		
Employment Status:	Casual Academic Staff		
Admin Location:	Medicine and Public Health	**Paypoint:**	On Campus
Location:	Callaghan Campus		
Award:	Academic Award and Agreements	**Classification:**	Various Casual Rates
Step:	01	**Average Hours:**	35

View Roster

You can view your work patterns for specific periods.

1. Click **My HR** from the *Tab bar*.
2. Click **Employment** from the *Local menu*.
3. Click **View Roster** from the *Local Tasks menu*.

The roster query form will be displayed in the content area.



4. Type the **Enquiry Date** in the text field box or click on the calendar to select a date.
5. Type the number of days you wish to see into the **Period of Enquiry** text box.
6. Perform one of the following:

   a) Click **Find** to search.

OR

   b) Click **Clear** to reset the form.

Your roster will be displayed in the content area.

Person:
Job: 01,

Roster

Date	Day	Hours	Position Fraction	Duty	Employee Status	Roster	Description
07-DEC-2010	TUE	0.00	100	SUB	FULL	SEC15	Security 15 Week Roster
08-DEC-2010	WED	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
09-DEC-2010	THU	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
10-DEC-2010	FRI	0.00	100	SUB	FULL	SEC15	Security 15 Week Roster
11-DEC-2010	SAT	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
12-DEC-2010	SUN	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
13-DEC-2010	MON	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
14-DEC-2010	TUE	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
15-DEC-2010	WED	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
16-DEC-2010	THU	0.00	100	SUB	FULL	SEC15	Security 15 Week Roster
17-DEC-2010	FRI	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
18-DEC-2010	SAT	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
19-DEC-2010	SUN	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster
20-DEC-2010	MON	7.60	100	SUB	FULL	SEC15	Security 15 Week Roster

The Employment Change Request form will be displayed in the content area.

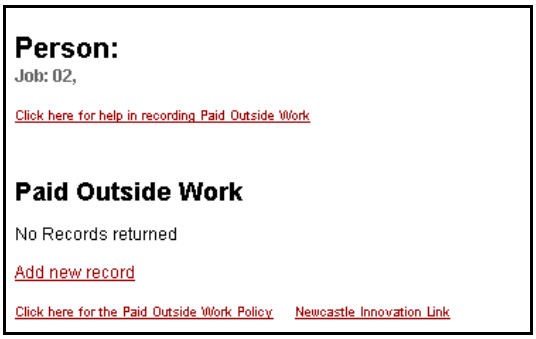
Paid Outside Work

The University of Newcastle recognises that it is in its interest for members of staff to participate in appropriate Paid Outside Work activities which bring benefits to the institution whilst promoting or maintaining the professional standing of staff.

It is also recognised that Paid Outside Work must be undertaken in a way that appropriately addresses risks associated with such arrangements. For further information on Paid Outside Work see http://www.newcastle.edu.au/policy/000835.html.

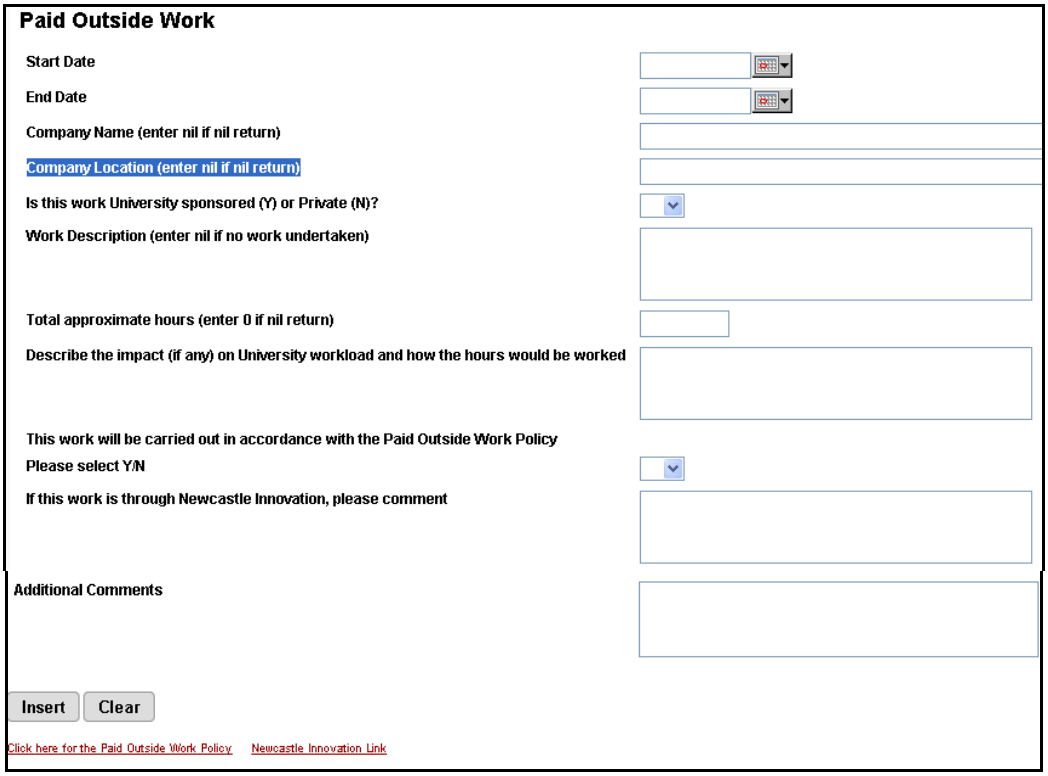
1. Click **My HR** from the *Tab bar*.
2. Click **Employment** from the *Local menu*.
3. Click **Paid Outside Work** from the *Local Tasks menu*.

The Paid Outside Work form will be displayed in the content area.


Person:
Job: 02,
Click here for help in recording Paid Outside Work
Paid Outside Work
No Records returned
Add new record
Click here for the Paid Outside Work Policy
Newcastle Innovation Link

4. Click Add new record.

The Paid Outside Work form will be displayed in the content area:


Paid Outside Work
Start Date
End Date
Company Name (enter nil if nil return)
Company Location (enter nil if nil return)
Is this work University sponsored (Y) or Private (N)?
Work Description (enter nil if no work undertaken)
Total approximate hours (enter 0 if nil return)
Describe the impact (if any) on University workload and how the hours would be worked
This work will be carried out in accordance with the Paid Outside Work Policy
Please select Y/N
If this work is through Newcastle Innovation, please comment
Additional Comments
Insert
Clear
Click here for the Paid Outside Work Policy
Newcastle Innovation Link

5. Complete all relevant fields.
6. Perform one of the following:

    a) Click **Insert** to submit the form.

OR

    b) Click **Clear** to reset the form and start again.

Training and Development

1. Click **My HR** from the *Tab bar*.
2. Click **Training Development** from the *Local menu* to access your personal development details.

The local tasks menu will show all functions available in the Training and Development area of HRonline.

3. Click on the Local Task menu links to:

Submit a Training Request

View your Training History

View your Qualifications and

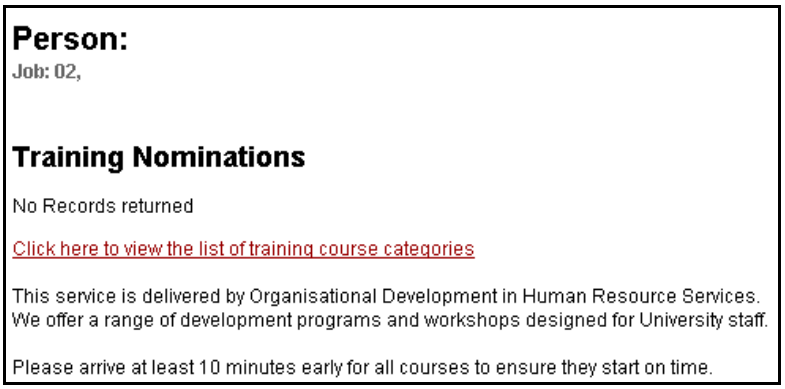
View the Training and Development Calendar.

Training Request

You can request to attend training sessions through HRonline.

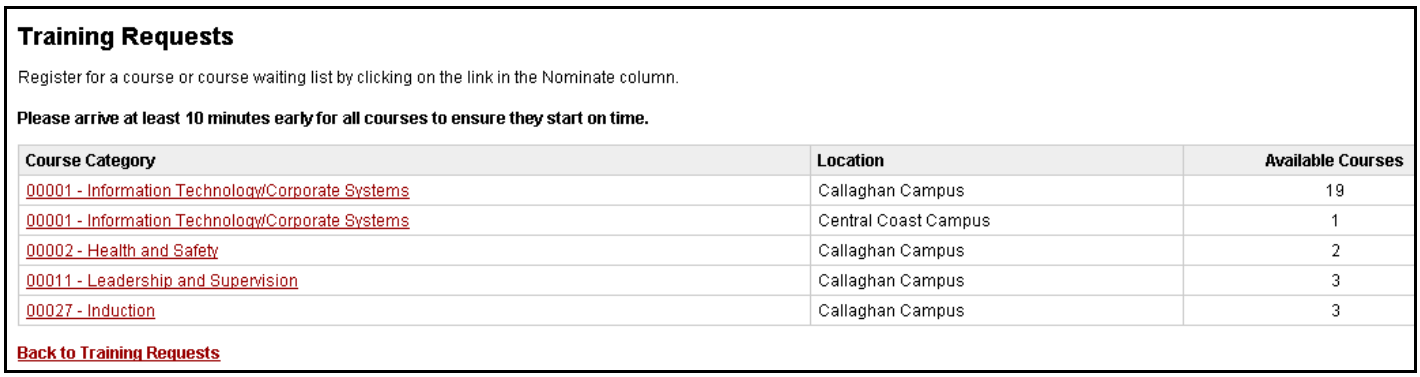
1. Click **My HR** from the *Tab bar*.
2. Click **Training and Development** from the *Local menu*.
3. Click **Training Requests** from the *Local Tasks menu*.

Your training request table will be displayed in the content area.


Person:
Job: 02,
Training Nominations
No Records returned
Click here to view the list of training course categories
This service is delivered by Organisational Development in Human Resource Services. We offer a range of development programs and workshops designed for University staff.
Please arrive at least 10 minutes early for all courses to ensure they start on time.

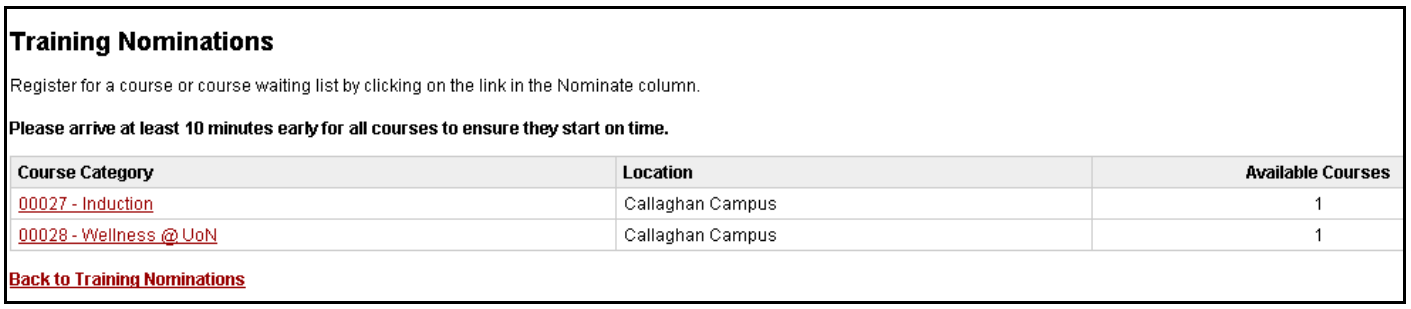
4. Click **Add new record**.

A table of available courses categories, locations and available courses will be displayed in the content area.



5. Click on the appropriate training **Course Category**, ensuring you have selected the right location.

A table of available courses will be displayed in the content area.



Training Nominations

Register for a course or course waiting list by clicking on the link in the Nominate column.

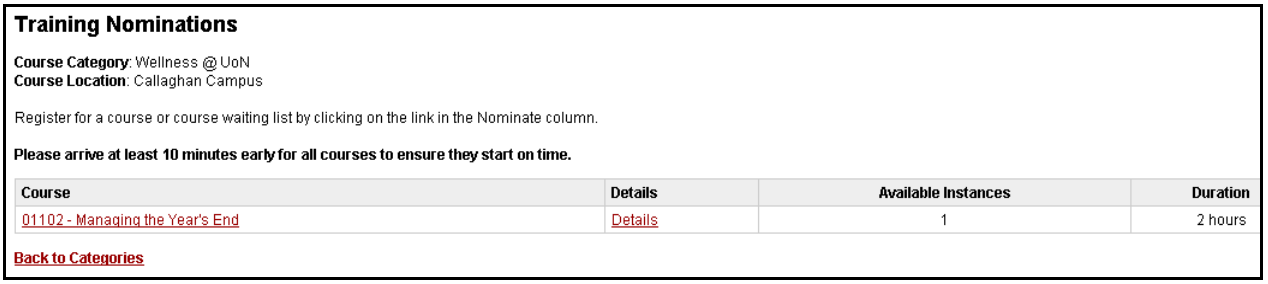
Please arrive at least 10 minutes early for all courses to ensure they start on time.

Course Category	Location	Available Courses
00027 - Induction	Callaghan Campus	1
00028 - Wellness @ UoN	Callaghan Campus	1

Back to Training Nominations

6. Click on the **Course** you wish to attend.

A table of course dates will be displayed in the content area.



Training Nominations

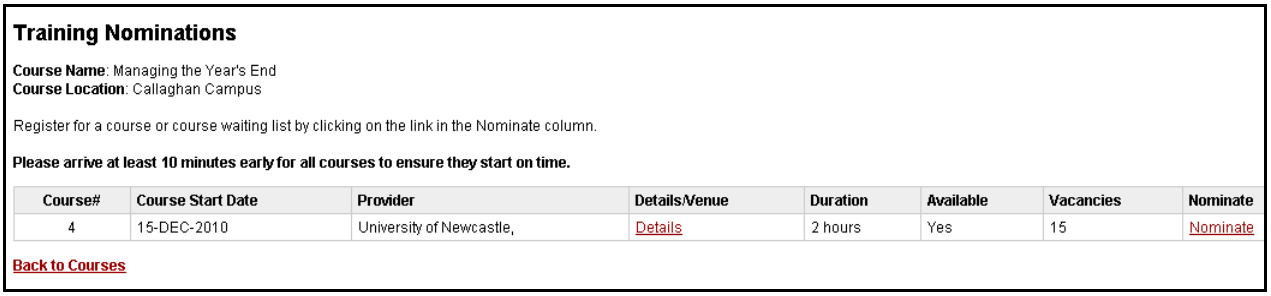
Course Category: Wellness @ UoN
Course Location: Callaghan Campus

Register for a course or course waiting list by clicking on the link in the Nominate column.

Please arrive at least 10 minutes early for all courses to ensure they start on time.

Course	Details	Available Instances	Duration
01102 - Managing the Year's End	Details	1	2 hours

Back to Categories



Training Nominations

Course Name: Managing the Year's End
Course Location: Callaghan Campus

Register for a course or course waiting list by clicking on the link in the Nominate column.

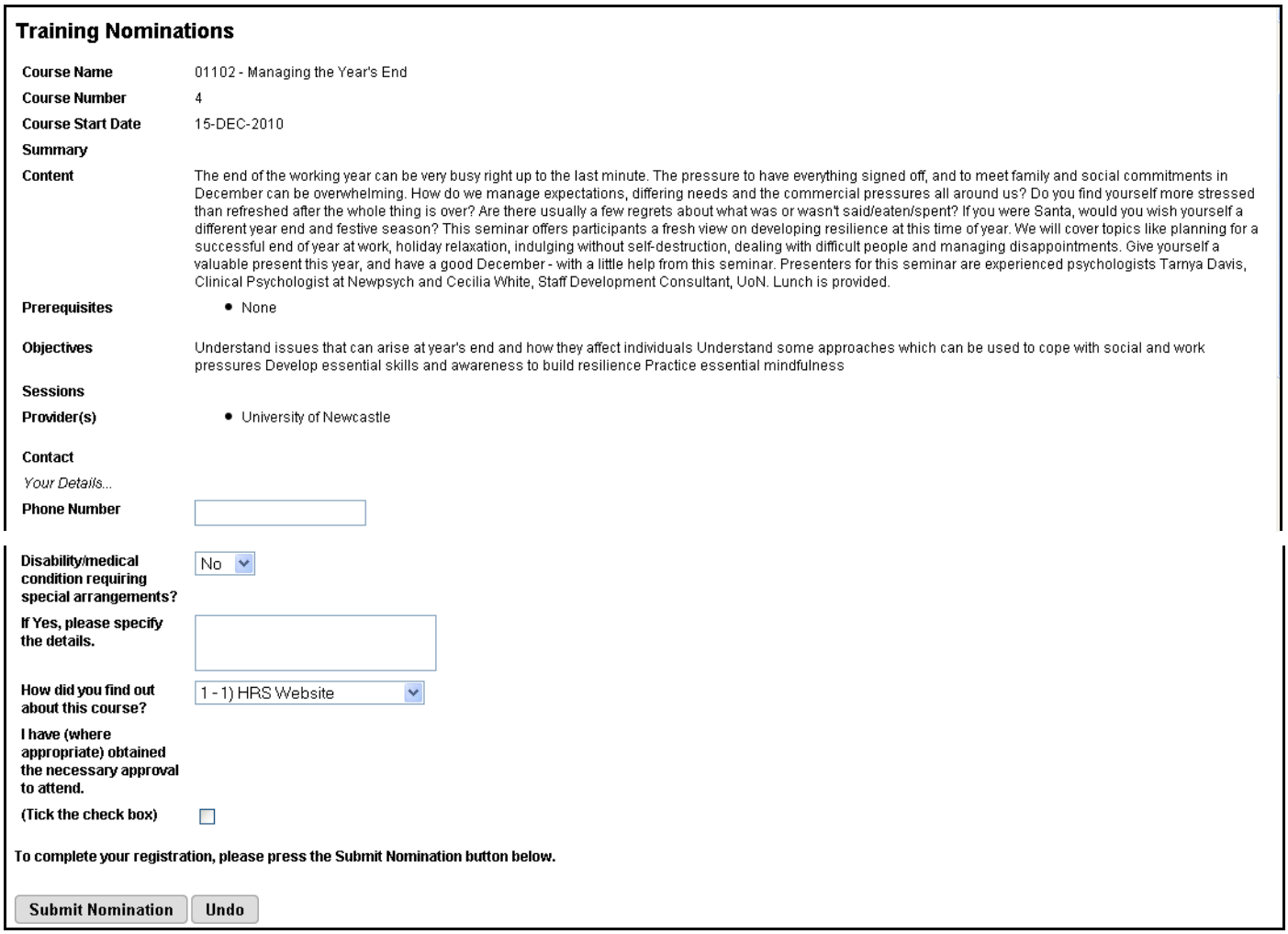
Please arrive at least 10 minutes early for all courses to ensure they start on time.

Course#	Course Start Date	Provider	Details/Venue	Duration	Available	Vacancies	Nominate
4	15-DEC-2010	University of Newcastle,	Details	2 hours	Yes	15	Nominate

Back to Courses

7. Choose the course instance you wish to attend by checking the date and time, and click the corresponding link in the **Nominate** column (see Course Lists for the difference between **Nominate** and **Waiting List**).

A full course description is displayed in the content area.



Training Nominations

Course Name	01102 - Managing the Year's End
Course Number	4
Course Start Date	15-DEC-2010
Summary	
Content	The end of the working year can be very busy right up to the last minute. The pressure to have everything signed off, and to meet family and social commitments in December can be overwhelming. How do we manage expectations, differing needs and the commercial pressures all around us? Do you find yourself more stressed than refreshed after the whole thing is over? Are there usually a few regrets about what was or wasn't said/eaten/spent? If you were Santa, would you wish yourself a different year end and festive season? This seminar offers participants a fresh view on developing resilience at this time of year. We will cover topics like planning for a successful end of year at work, holiday relaxation, indulging without self-destruction, dealing with difficult people and managing disappointments. Give yourself a valuable present this year, and have a good December - with a little help from this seminar. Presenters for this seminar are experienced psychologists Tarnya Davis, Clinical Psychologist at Newpsych and Cecilia White, Staff Development Consultant, UoN. Lunch is provided.
Prerequisites	• None
Objectives	Understand issues that can arise at year's end and how they affect individuals Understand some approaches which can be used to cope with social and work pressures Develop essential skills and awareness to build resilience Practice essential mindfulness
Sessions	
Provider(s)	• University of Newcastle
Contact	
Your Details...	
Phone Number	
Disability/medical condition requiring special arrangements?	No
If Yes, please specify the details.	
How did you find out about this course?	1 - 1) HRS Website
I have (where appropriate) obtained the necessary approval to attend.	
(Tick the check box)	

To complete your registration, please press the Submit Nomination button below.

Submit Nomination | Undo

8. Complete all relevant fields.
9. Perform one of the following:

   a) Click **Insert** to submit the form.

OR

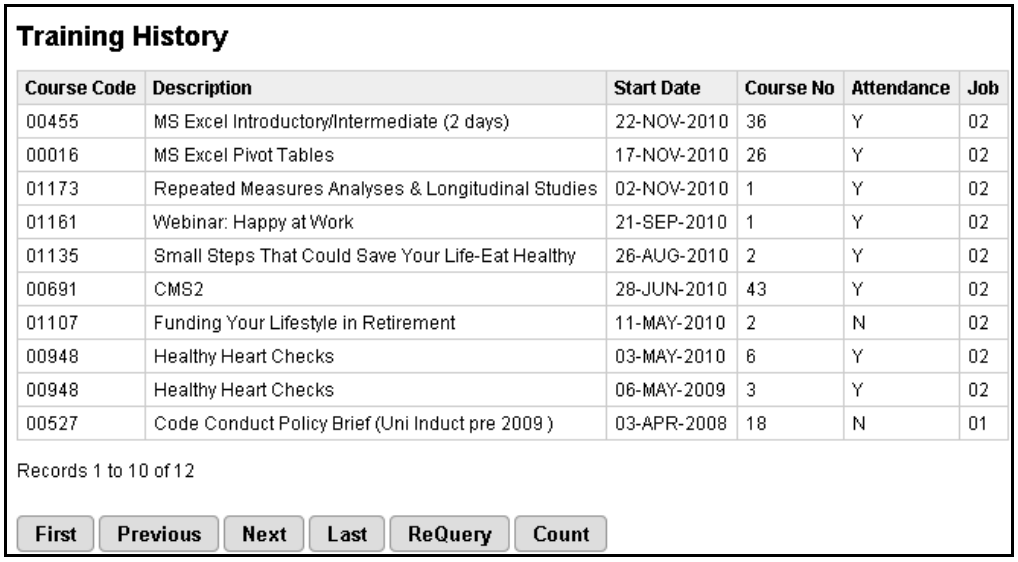
   b) Click **Clear** to reset the form and start again.

Training History

You can view a history of all your training sessions.

1. Click **My HR** from the *Tab bar*.
2. Click **Training and Development** from the *Local menu*.
3. Click **Training History** from the *Local Tasks menu*.

The training history query form will be displayed in the content area.



Training History

Course Code	Description	Start Date	Course No	Attendance	Job
00455	MS Excel Introductory/Intermediate (2 days)	22-NOV-2010	36	Y	02
00016	MS Excel Pivot Tables	17-NOV-2010	26	Y	02
01173	Repeated Measures Analyses & Longitudinal Studies	02-NOV-2010	1	Y	02
01161	Webinar: Happy at Work	21-SEP-2010	1	Y	02
01135	Small Steps That Could Save Your Life-Eat Healthy	26-AUG-2010	2	Y	02
00691	CMS2	28-JUN-2010	43	Y	02
01107	Funding Your Lifestyle in Retirement	11-MAY-2010	2	N	02
00948	Healthy Heart Checks	03-MAY-2010	6	Y	02
00948	Healthy Heart Checks	06-MAY-2009	3	Y	02
00527	Code Conduct Policy Brief (Uni Induct pre 2009)	03-APR-2008	18	N	01

Records 1 to 10 of 12

First Previous Next Last ReQuery Count

4. Complete all relevant fields.
5. Perform one of the following:

   a) Click **Find** to submit the form.

OR

   b) Click **Clear** to reset the form and start again.

The training history table showing your training courses will display in the content area.

Training and Development Calendar

1. Click **My HR** from the *Tab bar*.
2. Click **Training & Development** from the *Local menu*.
3. Click **Training and Development Calendar** from the *Local Tasks menu*.

The Staff Development and Training website opens in a new browser window.

Training and Development Calendar

Click a date for course details. Register at HRonline
If you are viewing the calendar from HRonline, click the **Training Nominations** menu at left

Course Category:	Course Location:	Actions:
		Print Find

Health and Safety						
Callaghan Campus	**DEC-2010**	**JAN-2011**	**FEB-2011**	**MAR-2011**	**APR-2011**	**MAY-2011**
Evac Warden Basic & First Attack Fire Fighting			09	11		24
Senior First Aid Recert (FAO/RLS)			01			

Induction						
Callaghan Campus	**DEC-2010**	**JAN-2011**	**FEB-2011**	**MAR-2011**	**APR-2011**	**MAY-2011**
Code of Conduct Policy Framework (Uni Induct)		13				
Managing for Performance (Uni Induct)		18	16	15	13	17
University Staff Induction Briefing (Uni Induct)		10 17 24 31	07 16 21	02 07 16 21		

Information Technology/Corporate Systems						
Callaghan Campus	**DEC-2010**	**JAN-2011**	**FEB-2011**	**MAR-2011**	**APR-2011**	**MAY-2011**
Adobe Acrobat				24		
Adobe InDesign CS3 Level 1 (2 days)						12
Adobe Photoshop Intro/Interm (2 days)					04	
CMS2			24	29		02
GroupWise Advanced				16		24
GroupWise Archiving				17	14	26
GroupWise Introduction				09		19